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ACST-CDCFR

SUBJECT: Minutes of the First Meeting of the Publication Procurement and Exploitation Conference, 10 September 1956 (U)

TO: See Distribution:

1. (UNCLASSIFIED) The following representatives were present at the meeting:

Mr R. W. Bauer (Chairman)	CDCFR
Capt J. Aaron	CmlC
Dr W. Gordon	CmlC
Mr E. C. Vogel	Engr/AMS
Mr D. Platt	Engr/AMS
Lt Col J. W. Dean	MedC
Mr W. Shapiro	OrdC
Lt Col E. W. Jones	QMC
Mr B. L. Smith	QMC
Mr H. Just	SigC
Dr D. J. Ryan	TC

2. (CONFIDENTIAL) The Chairman opened the meeting by outlining the purposes of the Publication Procurement and Exploitation Conference. These include:

- a. To discuss general and specific problems relating to foreign publication procurement and exploitation and to recommend necessary actions to solve them.
- b. To consider ways and means of increasing and insuring greater coordination and cooperation between the several D/A agencies and with agencies outside the D/A.
- c. To consider ways and means of improving translation and exploitation services, especially the common service rendered by OACSI.
- d. To exchange information on the present activities and future plans of each represented agency concerning procurement and exploitation.
- e. To establish working groups to analyze special common problems.

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f. To exchange information on new sources of publications, new significant acquisitions, and possible new sources of translation and exploitation services.

g. To discuss the deliberations and decisions of the Procurement and Exploitation Subcommittees of the IAC Advisory Committee on Foreign Language Publications, and to recommend changes in programs established by these subcommittees.

h. To develop through personal contact and liaison close, informal working relationships among the various organizations and individuals engaged in the procurement and exploitation of publications.

The Chairman added that it was planned to invite representatives from agencies outside D/A who would discuss their agencies' procurement and exploitation activities and capabilities.

3. (UNCLASSIFIED) Proposals for Future Conferences. The following recommendations were made and generally agreed upon:

a. Conferences should be conducted monthly with special meetings to be convened as the need arises.

b. Conferences will be conducted on a flexible schedule with the duration to be determined by the agenda. In no case will the conference last more than two hours.

c. Matters pertaining to both procurement and exploitation will be discussed at the same meeting with the proposed agenda determining which will have the greater stress.

d. The conference will concern itself with all types of publications, but emphasis will be placed on those publications having an interest to more than one agency.

e. Where possible, subjects will be discussed on a geographic basis so that geographic specialists can be economically employed as consultants by the conferees.

f. For normal meetings, agenda items for the conference will be submitted to the Chairman two weeks prior to the conference for which they are intended.

g. Representation by each agency will be determined by the conference agenda, and each representative may recommend attendance by representatives of the various elements of OACSI or agencies outside D/A.

h. No representative will be expected to commit his agency to any action which will result in an increased workload.

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i. A period of up to 30 minutes following the approval of the minutes of the preceding meeting will be devoted to the discussion of specific current developments and problems.

j. Conferences will be conducted on an informal basis.


k. Conference minutes will be kept brief. Each conferee will take notes on his contribution to the conference and will submit the notes to the Chairman as soon as practicable after the conference. A stenographic record will not be kept.

4. (CONFIDENTIAL) Report to the Advisory Committee on Foreign Language Publications. The Chairman provided the conferees with copies of the draft "Report to the Advisory Committee on Foreign Language Publications by the Subcommittee on Exploitation of Foreign Language Publications". He explained that this report included the exploitation program established for Foreign Documents Division, CIA, by members of the agencies represented on the subcommittee. The Chairman further stated that although the report was being distributed for information only, he would welcome any comments the conference would care to make on the adequacy or inadequacy of the exploitation program. Comments may be made at any time, but they might be reserved until the new program has been in effect for several months. The Chairman also pointed out that in the future he hoped to be able to provide each representative with a copy of the minutes of the meetings of the IAC Procurement and Exploitation Subcommittees.

5. (UNCLASSIFIED) Discussion of Program Described in Par 18b, AR 301-25. Due to the lack of time, the conference decided to postpone discussion of this subject until the following meeting.

6. (UNCLASSIFIED) The next Publication Procurement and Exploitation Conference will be held at 1000 hours, 10 October 1956, in Pentagon Room 2C468. Suggestions for agenda items should be submitted, either formally or informally, to Foreign Reports Section, Collection Branch, by 28 September 1956.

FOR THE ASSISTANT CHIEF OF STAFF, INTELLIGENCE:


CHAS. G. DUNN
Colonel, GS
Chief, Collection
Division

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